

202:tlb  
11 Jan 1985

BASE ORDER 5000.18A

From: Commanding General  
To: Distribution List

Subj: MILITARY COORDINATORS

Encl: (1) Duties of Military Coordinators

1. Purpose. To establish policy concerning the assignment of duties of Military Coordinators.
  2. Cancellation. BO 5000.18.
  3. General. Military Coordinators are an effective means of maintaining a constant flow of pertinent information between respective Divisions and Headquarters Battalion.
  4. Policy. Deputy Commander; Division Directors; Principal Director, Weapon System/ Equipment Management Directorate; and Commanding Officer, Headquarters Battalion will assign in writing a senior Staff NCO to serve as the Division Military Coordinator for personnel administration and training matters. The Military Coordinator should have direct access to the Division Director concerning personnel administration and training matters.
  5. Duties of Military Coordinator. The duties of the Military Coordinator are to conduct the necessary coordination between Headquarters Battalion and Division/Special Staff to ensure that the required administrative and training requirements are complied with. Some of the more specific duties are listed in enclosure (1).
  6. Action
    - a. Deputy Commander; Division Directors; Principal Director, Weapon System/Equipment Management Directorate; and Commanding Officer, Headquarters Battalion.
- (1) Appoint a Senior Staff NCO as Military Coordinator.

(2) Provide a copy of the appointing letter to the Commanding Officer, Headquarters Battalion and Base Adjutant.

(3) Insure that the appointment of a Senior Staff NCO as Military Coordinator is in effect at all times and on a continuous basis.

b. Base Adjutant. Appoint the Senior Staff NCO as Military Coordinator for Special Staff and provide a copy of said appointment to the Commanding Officer, Headquarters Battalion.

c. Commanding Officer, Headquarters Battalion. Insure the maximum utilization of the Military Coordinator in those matters relating to personnel administration and training.

THOMAS P. ANGUS  
Chief of Staff

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#### DUTIES OF MILITARY COORDINATORS

The below listed duties define those duties that the military coordinator will be most involved in. Naturally, requirements other than those listed below will occur from time to time as the result of special requirements, changes in policy, etc.

- a. Attend meetings with Headquarters Battalion representatives as required.
- b. Assist in the purification of the Training Management Listing (TML) as requested by Headquarters Battalion. (Includes insuring that all members of the Division are listed and that obvious errors are identified.
- c. Assign Marines to the following training as necessary:
  - (1) Rifle range details
  - (2) Pistol range details
  - (3) Swimming qualification details
  - (4) Driver improvement
  - (5) Physical fitness test
- (6) Drug/alcohol abuse classes
- (7) SNCO/NCO leadership testing
- (8) Leadership Training

- (9) Essential subjects testing
- (10) NCO leadership school
- (11) Monitor weight control/personal appearance program
- (12) Other training requirements as required

d. Provide marines for the following details as required:

- (1) Trash Truck
- (2) Funeral Details
- (3) Parades/honors
- (4) Meal monitors
- (5) Duty assignments (3500, 3700, DNCO)
- (6) Assignments to Headquarters Battalion/Base Boards
- (7) Working parties
- (8) Provide rosters of personnel available for OOD/JOOD to the Base Adjutant by the 10th of each month.
- (9) Other special requirements as required

e. Pass word on special events:

- (1) Promotion schedules
- (2) Awards schedules
- (3) Reenlistments
- (4) Counseling schedules (career, legal, weight control, etc)
- (5) Nonjudicial punishment
- (6) Other events as required

f. Coordinate submission of:

- (1) Proficiency and conduct marks
- (2) Promotion recommendations (regular and meritorious)
- (3) Marine of the Quarter nominations
- (4) Other as required

ENCLOSURE (1)

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